

February 11, 2003

Honorable Board of Commissioners
Community Development Commission
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

**AMENDMENT TO THE REIMBURSABLE CONTRACT WITH ARCENEUX
DELHOMME & COMPANY FOR THE SINGLE FAMILY REHABILITATION
LOAN PROGRAM (ALL DISTRICTS)
(3 Vote)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the attached Amendment No. 1 to the Reimbursable Contract between the Community Development Commission and Arceneux Delhomme & Company (the Operating Agency), to increase the amount of loan service fees by \$302,500, from \$231,000 to \$533,500, in order to service 55 additional loans under the Single Family Rehabilitation Loan Program, using Countywide HOME Investment Partnerships (HOME) Program funds; and to expand the Program to include the Third Supervisorial District.
2. Authorize the Executive Director to incorporate into the Commission's Fiscal Year 2002-2003 approved budget Countywide HOME funds not to exceed \$302,500 for loan service fees, and \$1,897,500 for the funding of additional loans, for the purposes described above.
3. Authorize the Executive Director to execute Amendment No. 1, to be effective on the date of Board approval through June 30, 2003.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of this action is to approve an Amendment to the Reimbursable Contract to increase compensation for loan servicing under a program that provides low-interest rehabilitation loans to qualified low-income, owner-occupied households in all five Supervisorial Districts.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund.

Service fees provided under the original contract have been expended for the servicing of 42 loans that have now been funded. The Commission wishes to amend the contract to add loan service fees for an additional 55 loans. The rate of compensation for loan services will remain at \$5,500 per loan.

The proposed Amendment will add \$302,500 in loan service fees for an additional 55 loans, thereby increasing total compensation from \$231,000 to \$533,500, for a total of 97 loans. Total loan funds will increase by \$1,897,500, from \$1,478,000 to \$3,375,500.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Since 1982, the Single Family Rehabilitation Loan Program has provided loans to qualified low-income property owners with incomes not exceeding 80 percent of the area median income (AMI) for the Los Angeles-Long Beach Metropolitan Statistical Area (MSA), adjusted for household size, as determined by the U.S. Department of Housing and Urban Development (HUD). The loans provide for the rehabilitation of owner-occupied, single-family properties. The three percent interest rate loans provide an average of \$34,500 for one-unit properties, and \$65,000 for two-unit properties. These averages may be exceeded, based upon the recommendation of the Operating Agency, and at the sole discretion of the Commission. Over the course of the program, a total of 1,445 loans totaling \$33,919,738 have been made.

On September 10, 2002, your Board approved a Reimbursable Contract between the Commission and the Operating Agency to provide loan services for the Single Family Rehabilitation Loan Program in the First, Second, Fourth and Fifth Supervisorial Districts. The contract authorized the payment of \$231,000 for services through June 30, 2003.

Based on the Operating Agency's projections of additional loans qualifying under the program in all five Supervisorial Districts, and on an expanded marketing program that has increased the applicant pool, it is anticipated that 55 more loans may be funded

during the contract term. The proposed Amendment will incorporate the funds necessary to service these additional loans, and will expand the program to include properties located in the Third Supervisorial District.

Under the proposed Amendment, the Operating Agency will provide the following services: program marketing; initial property inspections; preparation of work write-ups and cost estimates; coordination of the bid process and rehabilitation contractor selection; processing and packaging of loans; monitoring of rehabilitation work; and related services.

The contract is being funded with federal funds and is not subject to the requirements of the Greater Avenues for Independence (GAIN) Program implemented by the County of Los Angeles. Instead, the Operating Agency must comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD-assisted projects be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The attached Amendment No. 1 has been approved as to form by County Counsel and executed by the Operating Agency.

IMPACT ON CURRENT PROJECT:

This action will help expedite loans to qualified low-income property owners for the rehabilitation of approximately 55 additional housing units in all of the five Supervisorial Districts.

Respectfully submitted,

CARLOS JACKSON
Executed Director

Attachment: 1

COMMUNITY DEVELOPMENT COMMISSION
COUNTY OF LOS ANGELES

REIMBURSABLE CONTRACT
Amendment No. 1

THIS AMENDMENT TO CONTRACT is made and entered into this _____ day of _____, 2003, by and between the Community Development Commission of the County of Los Angeles, hereinafter called the "Commission" or "CDC," and Arceneaux-Delhomme & Company, hereinafter called the "Operating Agency".

WITNESSETH THAT:

WHEREAS, the Commission and the Operating Agency previously entered into an original Reimbursable Contract on September 10, 2002, and;

WHEREAS, it now becomes necessary to amend said Contract and both parties are desirous of such amendment.

NOW, THEREFORE, in consideration of the mutual undertakings herein, the parties hereto agree that said Contract be amended as follows:

1. An amended Exhibit A, Project Description and Policies, is attached hereto and incorporated herein by this reference, and replaces the previous Exhibit A. Page 1, Item A, Program Purpose, is amended to increase the funds for loan services for the HOME Loan Program to \$533,500. This is an increase of \$302,500 in HOME funds for loan service fees for Fiscal Year 2002-2003.
2. An amended Exhibit B, Activity Budget, is attached hereto and incorporated herein by this reference, and replaces the previous Exhibit B. The Activity Budget is amended to increase the funds for loan services for the HOME Loan Program to \$533,500. This is an increase of \$302,500 in HOME funds for loan service fees for Fiscal Year 2002-2003. The Activity Budget is also amended to include the Third Supervisorial District.
3. Section 51, "NO PAYMENT FOR SERVICES PROVIDED FOLLOWING EXPIRATION/TERMINATION OF AGREEMENT", is added to read as follows:

Operating Agency shall have no claim against CDC for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Operating Agency after the expiration or other termination of this Contract. Should Operating Agency receive any such payment it shall immediately notify CDC and shall immediately repay all such funds to CDC. Payment by CDC for services rendered after expiration/termination of this Contract shall not constitute a waiver of CDC's right to recover such payment from Operating Agency. This provision shall survive the expiration or other termination of this Contract.

4. All other terms and conditions of this Contract shall remain the same and in full force and effect.

IN WITNESS WHEREOF, the Commission and the Operating Agency through their duly authorized officers, have executed this Amendment No. 1 as of the date first above written.

APPROVED AS TO PROGRAM:

COMMUNITY DEVELOPMENT COMMISSION

OF THE COUNTY OF LOS ANGELES
ANGELES

COMMUNITY
DEVELOPMENT COMMISSION
OF THE COUNTY OF LOS

By _____
Taufiq K. “Syed” Rushdy, Director
Housing Development and Preservation

By _____
Carlos Jackson
Executive Director

APPROVED AS TO FORM:

Arceneaux Delhomme & Company
Operating Agency

LLOYD W. PELLMAN
County Counsel

By _____
Deputy

By _____
Title_____

Exhibit A

COMMUNITY DEVELOPMENT COMMISSION
COUNTY OF LOS ANGELES

PROJECT DESCRIPTION & POLICIES

1. Project Title: Housing Preservation Loan Program		2. Project Number: HR0001	
3. Operating Agency: Arceneaux Delhomme & Company		4. <input type="checkbox"/> Original <input checked="" type="checkbox"/> Amendment No <u>1</u>	
5. Program:			
Operating Agency <u>Ronald M. Delhomme</u> Representative		<u>Partner</u> Title	
Community Development Commission, County of Los Angeles		Director of Housing Development and <u>Preservation</u> Title	
<u>Taufiq K. "Syed" Rushdy</u> Representative			

A. PROGRAM PURPOSE

The Housing Preservation Loan Program (HPLP) consists of two loan programs, the Community Development Block Grant Deferred Loan (CDBG) Program and the HOME Investment Partnerships Single Family Rehabilitation (HOME) Program, designed to assist in maintaining the existing housing stock of the unincorporated area of the County. Community Development Commission of the County of Los Angeles, hereinafter called "CDC", previously appropriated and authorized the expenditure of \$231,000 in HOME funds for HOME Program loan service fees; and the CDC increases this expenditure by \$302,500 in HOME funds for the HOME Program loan service fees for Fiscal Year 2002-2003, for a maximum aggregate amount not to exceed \$533,500.

The objectives of the programs are to:

1. Stop the deterioration of communities by removing blighted and unsafe conditions, and provide property owners inducements to rehabilitate and maintain their properties;
2. Assist low-income families to maintain a decent, safe and sanitary home in a healthful environment, and
3. Provide incentives for low- and moderate-income single-family homeowners to improve those properties located in specific conservation areas.

The Operating Agency will be expected to meet quarterly goals, such as the number of funded loans, advertisements, attending community meetings, as established by the CDC. If at any time on or after the 1st day of the quarter, the CDC believes that the quarterly goals will not be met during the quarter (as hereafter defined), the CDC, may in its sole and absolute discretion, transfer the program funds and administrative fees allocated to the Operating Agency to another Operating Agency upon written notice to the Operating Agency; provided however, that the CDC shall (a) allow the Operating Agency to fund all loans committed by the Operating Agency during the quarter prior to the effective date of

such notice; and (b) compensate the Operating Agency for all loans completed to satisfaction.

B. PROGRAM COORDINATION

All activities of the Operating Agency relative to the HPLP are set forth herein, and in the HPLP Handbook prepared by the CDC, which is incorporated herein by this reference. The Operating Agency shall comply with all the provisions of this Contract, including the HPLP Handbook, which describes the operating policies and procedures.

Operating Agency shall prepare the following:

1. Monthly Loan Activity Reports.
2. Cumulative Project Progress, and any other reports required by the CDC.
3. Prepare Program Guidelines for distribution.
4. Attend and make presentations at all meetings given 48 hours notice.

The Operating Agency shall assign program staff to meet with the CDC monitoring staff and to provide information regarding the administration and progress of the project.

The CDC shall evaluate the Operating Agency's performance on the basis of:

1. Contract compliance.
2. Overall project management.
3. Consumer complaints.

C. PROGRAM BENEFICIARIES AND TARGET AREAS

Types of HPLP assistance available:

<u>Lender</u>	<u>Loan Type</u>	<u>Maximum Loan</u>	<u>Rate</u>	<u>Household Income</u>	<u>% of Median Income</u>	<u>Family Size or Other Criteria</u>
CDC	HOME - Deferred	\$34,500*	3.0%	Low Income	80%	Elderly, Disabled Handicapped, or Single head of household
CDC	HOME - Amortized	*	3.0%	Low Income	80%	Non-elderly
CDC	CDBG - Deferred	\$34,500*	3.0%	Low Income	80%	Elderly, Disabled Handicapped, or Single head of household

* For Properties with one unit, the maximum loan amount is \$34,500; for properties with two units, the maximum loan amount is \$65,000.

1. Service shall be provided to owner-occupied properties with one or two dwelling units in the unincorporated areas and participating cities of the 1st, 2nd, 3rd, 4th and 5th Supervisorial Districts. Loans in participating cities will be funded with HOME funds outside of this Contract.
2. Homeowners (owner-occupants) who benefit from the CDBG Loans shall be primarily of low-income as defined by 24 CFR 570 of the Housing and Community Development Act of 1974 regulations. Income of program beneficiaries shall not exceed 80% of the County median income.
3. Homeowners (owner-occupants) who benefit from the HOME Single Family Rehabilitation Loan Program enacted under Title II (42 U.S.C. 12701-12839) of the Cranston-Gonzalez National Affordable Housing Act (NAHA) shall be low-income. The HOME Program shall comply with NAHA, all federal regulations related to

NAHA, and all CDC policies and procedures related to the HOME Program. The HOME Program was created to expand the supply of decent, safe, sanitary and affordable housing. The HOME Program provides funding for local governments and empowers them to design and tailor affordable housing strategies to address local needs and housing conditions. The HOME Program uses the definition of "annual income" found in 24 CFR Part 5. The income criteria are outlined in the HPLP Handbook.

D. SCOPE OF SERVICES

The Operating Agency shall provide the necessary technical assistance to homeowners to qualify for, and receive, loan funds from the programs outlined in the HPLP Handbook and Loan Services, which delineates the Operating Agency's objectives, major activities and the required file documentation. In addition to the current loan programs, the Operating Agency may, upon request, during the Contract period, provide the above services for new loan programs developed by the CDC. The scope of services is sometimes referred to herein as "loan services."

E. OPERATING AGENCY FEE AND PAYMENT SCHEDULE

The Operating Agency shall be paid a fee of \$5,500 for each loan funded for loan services provided pursuant to **PAYMENT SCHEDULE**. The Operating Agency shall invoice the CDC monthly for loan service fees due.

PAYMENT SCHEDULE: On HOME loans, payment of \$3,850 shall be made when the funded loan is set up in HUD's Integrated Disbursement and Information System (IDIS); and, upon completion of rehabilitation work and disbursement of the final payment to the Contractor, the final \$1,650 of the fee shall be disbursed. The IDIS System is a computerized system, which manages, disburses, collects, and reports information on the use of HOME funds in the United States Treasury account. On CDBG loans, payment of \$3,850 shall be made when the loan is funded; and the remaining payment schedule shall apply as described in this paragraph above for the final \$1,650 of the fee.

Payment to Operating Agency is subject to the availability of HOME and CDBG funds. Payment of service fees shall not be charged to any other account held by the CDC or the County of Los Angeles. The Operating Agency fee payment is limited to the amount approved by the Board of Supervisors (Board).

In the event that the CDC adopts a fiscal year CDC Budget which provides for reductions in the salaries and benefits paid to the majority of CDC employees and imposes similar reductions with respect to CDC contracts, CDC reserves the right to reduce its payment obligation corresponding for the applicable fiscal year services provided by the Operating Agency under this Contract. CDC's notice to Operating Agency regarding said reduction in payment obligation shall be provided within 30 days of the Board's approval of such actions. Operating Agency shall continue to provide all of the services set forth in the Contract.

F. MONITORING AND ASSESSMENT

The CDC shall conduct ongoing monitoring and assessment of the HPLP. The Operating Agency shall submit loan status reports to the CDC every third Wednesday of the month on forms approved or provided by the CDC. Standard forms and guides will be provided by the CDC and should be utilized by the Operating Agency, where applicable.

The CDC or its agent will evaluate the Operating Agency's performance under this Contract on not less than an annual basis. Such evaluation will include assessing Operating Agency's compliance with all contract terms and performance standards. Operating Agency deficiencies which the CDC determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Commissioners. The report will include improvement and corrective action measures taken by the CDC and Operating Agency. If improvement does not occur consistent with the corrective action measures, the CDC may terminate this Contract or impose other penalties as specified in this Contract.

A performance review will be conducted no later than 90 days prior to the end of the first and second years of this Contract to evaluate the performance of the Operating Agency. Based on the assessment of the performance review, as determined by the CDC in its sole discretion, written notification will be given to the Operating Agency whether this Contract will be terminated at the end of the current year or will be continued into the next contract year.

Out-of-pocket expenses incurred on loans that are not funded will be borne by the Operating Agency. Out-of-pocket expenses are defined as expenses for the credit report, the appraisal, the recording, the title insurance, and other related expenses as agreed upon by both parties. No compensation of any kind will be paid by the CDC for cost incurred for those loans turned down or not funded. All out-of-pocket expenses charged for updating of loans shall be borne by the Operating Agency as a cost of doing business.

G. WORK WRITE-UP PREPARATION, CONTRACTOR BID SOLICITATION AND CONSTRUCTION MONITORING

Work Write-Up Preparation

The Operating Agency is to prepare a work write-up for each rehabilitation loan. The work write-up will include the following:

- All evident Building and Safety Code violations, health and sanitary problems and items that improve habitability and promote housing preservation.
- A floor plan of the dwelling containing: location of rooms, dimensions, proposed additions and/or alterations (where applicable), description of major components and lot size.

Note: On those cases requiring architectural plans, lot surveys, drafting services, engineering plans, geological surveys or specialized services of any kind “in order to complete the work write-up” the CDC will be notified. The CDC may choose to contract separately for these services or authorize the Operating Agency to procure the services at the CDC’s expense.

Contractor Bid Solicitation

The Operating Agency will assist property owners to solicit competitive bids for the work itemized on the work write-up. In this phase of the process the Operating Agency will do the following:

- Prepare a work write-up for contractor bidding purposes, where each item of work is categorized and requires a separate price.
- Provide each contractor with a copy of CDC’s Standard Specifications and General Conditions and secure a signed copy for the file.
- Verify contractor’s eligibility relative to B1 license status, General Liability Insurance Limits and Worker’s Compensation Insurance Limits.
- Make contractors aware that they are responsible for all final measurements, Building and Safety Permits, plans and specifications, or any special services that are applicable to the project.

Construction Monitoring

The Operating Agency is responsible for monitoring the progress of the work contracted for by the homeowner and delineated in the work write-up. This will include the following:

- Periodic visits to the job site to determine quantity and quality of work performed, contract deviations, overall home owner satisfaction and to discourage owner/contractor agreements not covered by the scope of work as delineated in the work write-up contract.
- Conduct specific site visits when progress payments are requested to decide if the percentage of work completed is commensurate with the requested compensation.
- Upon completion, review overall quality of finished work, compliance with work write-up, homeowner satisfaction with the completed project and Building & Safety Inspection

Card indicating progress inspections and final sign-off. Prepare change orders for unanticipated deviations. Have contractor provide all warranties, guarantees, releases and other paper work required to schedule CDC final inspection. Notarize homeowners signature on Notice of Completion and remit for recordation.

- Visit job site to assist in the resolution of any work related disputes that may arise. Those that cannot be resolved by the Operating Agency will be recommended for arbitration, as required by the construction contract.

Note: Operating Agency will advise both homeowner and contractor against unnecessary changes to the work write-up and/or extraneous agreements to the contract. If dramatic changes to the scope of work are discovered, the CDC will be notified in writing.

H. FEDERAL REPORTING REQUIREMENTS

The Operating Agency shall maintain, for Federal reporting purposes, and submit to the CDC accurate data on each household assisted, according to criteria established by the CDC. Such data includes, but is not limited to, household type (elderly, handicapped, small family, large family), income level (low, moderate), ethnicity, number of units, head of household (male, female), occupancy (owner, tenant), census tract location and other data as deemed necessary by the CDC.

I. LOAN IN PROGRESS AT TIME OF TERMINATION OR CONCLUSION OF CONTRACT PERIOD

1. All funded loans in process at the time of termination or expiration of this Contract must be completed by the Operating Agency within 90 calendar days.
2. All pending loan files and documents pertaining to the HPLP program and administered by the Operating Agency shall become the property of CDC upon termination of this Contract as indicated in Section 3. Time of Performance. All pending files and documents must be delivered to the CDC within 15 days from the termination or expiration of this Contract.
3. Sixty days prior to the expiration or termination of this Contract, the CDC or the Operating Agency may request an extension of this Contract to continue servicing approved rehabilitation loan applications. The CDC in its sole discretion may approve such a request and grant the Operating Agency up to 90 days after the expiration or termination of this Contract to complete rehabilitation activities related to funded loans, but will not approve processing of new loan applications.

J. LOAN SERVICES

LOAN SERVICES

MAJOR ACTIVITIES	DOCUMENTATION
<div>1. Market program in selected eligible census tracts in Supervisorial Districts One, Two, Three, Four and Five.</div> <div>2. Determine eligibility of inquiring homeowners and explain program benefits and limitations.</div> <div>3. Assist interested homeowners with the application process.</div> <div>4. Verify ownership, income and credit standing of each applicant.</div> <div>5. Visit property, prepare write-up of work to be done, estimate costs and assist in the solicitation of bids.</div> <div>6. Verify contractors' license status, general liability and workers compensation insurance limits.</div> <div>7. Refer homeowner to Los Angeles County Department of Consumer Affairs for counseling.</div> <div>8. Request Historical Preservation Clearance from CDC.</div> <div>9. Submit loan to CDC for approval.</div> <div>10. If approved, have homeowner sign all loan documents and notarize, where applicable.</div> <div>11. Submit signed loan documents to CDC along with the Project Set Up Form.</div> <div>12. Record Deed of Trust, Request for Notice and order title update.</div> <div>13. Have homeowner and contractor agree to start date for construction.</div> <div>14. Monitor progress of construction.</div> <div>15. Assist contractors and homeowners in the preparation of payment request.</div> <div>16. Prepare, review and approve change orders, where applicable.</div> <div>17. At completion, assist in the preparation of paper work for project finalization.</div> <div>18. Mediate disputes.</div> <div>19. Prepare monthly activity reports.</div> <div>20. Assist in the resolution of homeowner complaints up to six months following the Notice of Completion.</div> <div>21. Prepare data on all households assisted, and contractors.</div>	<div>1. Copies of mailers, brochures, newspaper articles, community meetings schedule.</div> <div>2. Client inquiry form.</div> <div>3. Loan application.</div> <div>4. Property Tax Statement, Income Tax forms, title report and credit report.</div> <div>5. Work write-up, cost estimate, contractor bids.</div> <div>6. Copy of pocket license, general liability and workers' compensation insurance.</div> <div>7. Consumer Affairs Letter.</div> <div>8. CDC Historical Clearance Form.</div> <div>9. Loan Package.</div> <div>10. Signed loan documents.</div> <div>11. Signed documents and Project Set-Up form.</div> <div>12. Title company update indicating instrument number and recording date.</div> <div>13. Notice to Proceed.</div> <div>14. Operating Agency signed Request for Payment invoices, copies of Building & Safety Permits and notes to file.</div> <div>15. Check Request Forms signed by homeowner, contractor and agency.</div> <div>16. Signed change orders.</div> <div>17. Contractor guarantees, warranties and releases, Final Building & Safety sign off card. Homeowner signed and notarized Notice of Completion. Check requests for termite, final payment and retention.</div> <div>18. Project Completion or Arbitration.</div> <div>19. Remit following reports monthly: cancelled loans, funded loans and loans in process by Supervisorial District.</div> <div>20. Document complaint, access legitimacy, and follow up with contractor, where applicable. Assist homeowner to pursue proper action.</div> <div>21. Reports on households and contractors required by HUD or CDC.</div>

* Reports will be submitted outlining all marketing activities that will be conducted by the Operating Agency. This will include: a overall marketing strategy for the Housing Preservation Loan Program (HPLP) in the District, evidence of marketing materials such as direct mailings, schedule of community group meetings, advertisements, seminars, brochures, and any joint-marketing ventures with the CDC. Dates to submit reports are as follows:

12-01-02

2-1-03

4-1-03

6-01-03

COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAMS ACTIVITY BUDGET	
	Original__ Amendment No. _1
1. OPERATING AGENCY: NAME: <u>Arceneaux Delhomme & Company</u> ADDRESS: <u>9512 S. Central Avenue</u> <u>Los Angeles, CA 90002</u> CONTACT PERSON: <u>Joseph W. Arceneaux</u> TITLE: <u>Partner</u> TELEPHONE NUMBER: <u>(323) 846-1520/846-1525</u>	2. PROJECT TITLE: Housing Preservation Loan Program 3. PROJECT NUMBER: HR0001 1st District 4. PROJECT DURATION: From: <u>09/10/02</u> to <u>06/30/03</u> 5. HUD ACTIVITY CODE: <u>14A</u> 5A. HUD TITLE: <u>Rehab: Single-Unit Residential</u>

6. FUNDING:			
CDBG		HOME	
Amount	Fiscal Year	Amount	Source
\$		\$ 77,000	HOME FY 2002-03
\$		\$ 93,500	HOME FY 2002-03
\$.	
\$		\$	
	Program Income	\$	
\$ TOTAL CDBG		\$ 170,500 TOTAL HOME	
7. BUDGET SUMMARY:			
Cost Category	CDBG Share*	HOME	
(1) Personal Services			
(2) Non-Personal Services	\$	\$ 170,500	
(3) Capital Outlays			
(4) Interfund Transfers			
(5) TOTAL (1-4)	\$	\$ 170,500	
*Includes Program Income			
NOTE: All expenditures must conform with appropriate HOME and CDBG regulations and to the Auditor-Controller Handbook. All expenditures must be fully documented by receipts, time records, invoices, canceled checks, inventory records, or other appropriate documentation, which completely discloses the amount and nature of the expenditures.			
8. BUDGET APPROVALS:			
N/A			
Operating Agency Signature	Title	Date	
N/A			
CDBG Fiscal Review Signature	Title	Date	
N/A			
CDBG Program Manager Signature	Title	Date	

COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAMS ACTIVITY BUDGET	
	Original__ Amendment No. <u>1</u>
1. OPERATING AGENCY: NAME: <u>Arceneaux Delhomme & Company</u> ADDRESS: <u>9512 S. Central Avenue</u> <u>Los Angeles, CA 90002</u> CONTACT PERSON: <u>Joseph W. Arceneaux</u> TITLE: <u>Partner</u> TELEPHONE NUMBER: <u>(323) 846-1520/846-1525</u>	2. PROJECT TITLE: Housing Preservation Loan Program 3. PROJECT NUMBER: HR0001 2nd District 4. PROJECT DURATION: From: <u>09/10/02</u> to <u>06/30/03</u> 5. HUD ACTIVITY CODE: <u>14A</u> 5A. HUD TITLE: <u>Rehab: Single-Unit Residential</u>

6. FUNDING:			
CDBG		HOME	
Amount	Fiscal Year	Amount	Source
\$		\$ 82,500	HOME FY 2002-03
\$		\$ 104,500	HOME FY 2002-03
\$.	
\$		\$	
	Program Income	\$	
\$ TOTAL CDBG		\$ 187,000 TOTAL HOME	
7. BUDGET SUMMARY:			
Cost Category	CDBG Share*	HOME	
(1) Personal Services			
(2) Non-Personal Services	\$	\$ 187,000	
(3) Capital Outlays			
(4) Interfund Transfers			
(5) TOTAL (1-4)	\$	\$ 187,000	
*Includes Program Income			
NOTE: All expenditures must conform with appropriate HOME and CDBG regulations and to the Auditor-Controller Handbook. All expenditures must be fully documented by receipts, time records, invoices, canceled checks, inventory records, or other appropriate documentation, which completely discloses the amount and nature of the expenditures.			
8. BUDGET APPROVALS:			
N/A			
Operating Agency Signature	Title	Date	
N/A			
CDBG Fiscal Review Signature	Title	Date	
N/A			
CDBG Program Manager Signature	Title	Date	

Exhibit B

**COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAMS
ACTIVITY BUDGET**

Original__ Amendment No. __1

1. OPERATING AGENCY:

NAME: Arceneaux Delhomme & CompanyADDRESS: 9512 S. Central AvenueLos Angeles, CA 90002CONTACT PERSON: Joseph W. ArceneauxTITLE: PartnerTELEPHONE NUMBER: (323) 846-1520/846-1525

2. PROJECT TITLE:

Housing Preservation Loan Program

3. PROJECT NUMBER: HR0001
3rd District

4. PROJECT DURATION:

From: 09/10/02 to 06/30/035. HUD ACTIVITY CODE: 14A5A. HUD TITLE: Rehab: Single Unit Residential

6. FUNDING:

CDBG

HOME

Amount	Fiscal Year	Amount	Source
\$		\$ 0	HOME FY 2002-03
\$		\$ 22,000	HOME FY 2002-03
\$		\$	
\$		\$	
	Program Income		
\$	TOTAL CDBG	\$ 22,000	TOTAL HOME

7. BUDGET SUMMARY:

Cost Category	CDBG Share*	HOME
(1) Personal Services		
(2) Non-Personal Services	\$	\$ 22,000
(3) Capital Outlays		
(4) Interfund Transfers		
(5) TOTAL (1-4)	\$	\$ 22,000

*Includes Program Income

NOTE: All expenditures must conform with appropriate HOME and CDBG regulations and to the Auditor-Controller Handbook.
All expenditures must be fully documented by receipts, time records, invoices, canceled checks, inventory records, or other

appropriate documentation, which completely discloses the amount and nature of the expenditures.		
8. BUDGET APPROVALS:		
N/A		
Operating Agency Signature	Title	Date
N/A		
CDBG Fiscal Review Signature	Title	Date
N/A		
CDBG Program Manager Signature	Title	Date

Exhibit B

COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAMS ACTIVITY BUDGET	
	Original____ Amendment No. <u>1</u>
1. OPERATING AGENCY: NAME: <u>Arceneaux Delhomme & Company</u> ADDRESS: <u>9512 S. Central Avenue</u> <u>Los Angeles, CA 90002</u> CONTACT PERSON: <u>Joseph W. Arceneaux</u> TITLE: <u>Partner</u> TELEPHONE NUMBER: <u>(323) 846-1520/846-1525</u>	2. PROJECT TITLE: Housing Preservation Loan Program 3. PROJECT NUMBER: HR0001 4th District 4. PROJECT DURATION: From: <u>09/10/02</u> to <u>06/30/03</u> 5. HUD ACTIVITY CODE: <u>14A</u> 5A. HUD TITLE: <u>Rehab: Single-Unit Residential</u>

6. FUNDING:			
CDBG		HOME	
Amount	Fiscal Year	Amount	Source
\$		\$ 22,000	HOME FY 2002-03
\$		\$ 44,000	HOME FY 2002-03
\$		\$	
\$		\$	
	Program Income		
\$	TOTAL CDBG	\$ 66,000	TOTAL HOME
7. BUDGET SUMMARY:			
Cost Category		CDBG Share*	HOME
(1) Personal Services			
(2) Non-Personal Services		\$	\$ 66,000
(3) Capital Outlays			
(4) Interfund Transfers			
(5) TOTAL (1-4)		\$	\$ 66,000
*Includes Program Income			

NOTE: All expenditures must conform with appropriate HOME and CDBG regulations and to the Auditor-Controller Handbook. All expenditures must be fully documented by receipts, time records, invoices, canceled checks, inventory records, or other appropriate documentation, which completely discloses the amount and nature of the expenditures.

8. BUDGET APPROVALS:

N/A

Operating Agency Signature

Title

Date

N/A

CDBG Fiscal Review Signature

Title

Date

N/A

CDBG Program Manager Signature

Title

Date

Exhibit B

COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAMS ACTIVITY BUDGET	
	Original____ Amendment No. <u>1</u>
1. OPERATING AGENCY: NAME: <u>Arceneaux Delhomme & Company</u> ADDRESS: <u>9512 S. Central Avenue</u> <u>Los Angeles, CA 90002</u> CONTACT PERSON: <u>Joseph W. Arceneaux</u> TITLE: <u>Partner</u> TELEPHONE NUMBER: <u>(323) 846-1520/846-1525</u>	2. PROJECT TITLE: Housing Preservation Loan Program 3. PROJECT NUMBER: HR0001 5th District 4. PROJECT DURATION: From: <u>09/10/02</u> to <u>06/30/03</u> 5. HUD ACTIVITY CODE: <u>14A</u> 5A. HUD TITLE: <u>Rehab: Single-Unit Residential</u>

6. FUNDING:			
CDBG		HOME	
Amount	Fiscal Year	Amount	Source
\$		\$ 49,500	HOME FY 2002-03
\$		\$ 38,500	HOME FY 2002-03
\$		\$	
\$		\$	
	Program Income		
\$	TOTAL CDBG	\$ 88,000	TOTAL HOME
7. BUDGET SUMMARY:			
Cost Category		CDBG Share*	HOME
(1) Personal Services			
(2) Non-Personal Services		\$	\$ 88,000
(3) Capital Outlays			
(4) Interfund Transfers			
(5) TOTAL (1-4)		\$	\$ 88,000
*Includes Program Income			

NOTE: All expenditures must conform with appropriate HOME and CDBG regulations and to the Auditor- Controller Handbook. All expenditures must be fully documented by receipts, time records, invoices, canceled checks, inventory records, or other appropriate documentation, which completely discloses the amount and nature of the expenditures.

8. BUDGET APPROVALS:

N/A

Operating Agency Signature

Title

Date

N/A

CDBG Fiscal Review Signature

Title

Date

N/A

CDBG Program Manager Signature

Title

Date